



Real Estate Board

**CERTIFICATE OF OWNERSHIP/INDIVIDUAL TRADING UNDER AN ASSUMED OR FICTITIOUS NAME APPLICATION**  
No Fee Required

Please read instructions, regulations, licensing laws and application forms carefully before completing the application. Please **print** or **type** all information.

1. Name of Sole Proprietorship \_\_\_\_\_
2. Sole Proprietorship's Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_
3. **Certificate of Ownership:** (To be completed in the presence of a Notary Public)  
I hereby certify that I am the sole owner of the above described real estate brokerage firm.  
☐ I am a Virginia-licensed real estate Salesperson ☐ Associate Broker ☐ Principal Broker ☐  
Owner's Name (printed) \_\_\_\_\_  
Owner's Signature \_\_\_\_\_  
Owner's Residential Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Owner's Social Security No.  -  -  Daytime Telephone No. (    ) - \_\_\_\_\_

**Notarization**

In the State of \_\_\_\_\_, City/County of \_\_\_\_\_, subscribed and sworn before me,  
the undersigned Notary Public in and for the City/County aforesaid this \_\_\_\_ day of \_\_\_\_\_,  
My commission expires the \_\_\_\_ day of \_\_\_\_\_.

*Affix official seal here.* \_\_\_\_\_

Signature of Notary Public

**THE FOLLOWING STATEMENT MUST BE COMPLETED IF A LICENSE AS AN ACTIVE SOLE PROPRIETOR TRADING UNDER AN ASSUMED NAME IS TO BE ISSUED AT THIS TIME.**

4. **Statement of Principal Broker:** (To be signed in the presence of the Clerk of the Court)  
I hereby certify that pursuant to the regulations of the Virginia Real Estate Board I am the individual principal broker of the real estate firm named in #1. I have complied with the provisions of § 59.1-69 et seq. of the *Code of Virginia* and have filed this certificate with the Clerk of the Court in the city/county in which my place of business is located.  
Principal Broker's Name (printed) \_\_\_\_\_  
Principal Broker's Signature \_\_\_\_\_  
Social Security Number  -  -  Daytime Telephone Number (    ) - \_\_\_\_\_  
Clerk of Court \_\_\_\_\_ Date \_\_\_\_\_  
City or County \_\_\_\_\_

**THIS FORM CAN BE SUBSTITUTED WITH A RECORDING RECEIPT OR DOCUMENTATION ISSUED BY THE CLERK OF THE COURT.**

One of the following applications must be enclosed with this form:

- ◆ Activate/Transfer Application
- ◆ Concurrent Broker Application
- ◆ Principal Broker/Sole Proprietor License by Reciprocity Application
- ◆ Principal Broker/Sole Proprietor License by Exam & Upgrade Application